



**Federal Communications Commission
Telecommunications Certification Bodies
Web User Manual**

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1. INTRODUCTION

This document provides the user with general information that will be of assistance in using the Telecommunications Certification Bodies (TCB) WEB application. Included are procedures for accessing the site as a TCB and an Accreditor:

- Applying for a new Grantee Code (Section 2-1);
- Completing an FCC Remittance Form 159 for a Grantee Code (Section 2-2);
- Performing Searches (Section 2-4)
- Registering a TCB (Section 3-2);
- Completing Form 731(Section 4-2);
- Adding Attachments (Section 4-3);
- Submitting and responding to correspondence (Section 4-4);

1.1 OET Telecommunications Certification Bodies Web Site

The OET TCB web site allows approved TCB sites to electronically complete and submit an application for a three-character Grantee Code and for Equipment Authorization (FCC ID #) from the FCC, in order to legally market equipment that is subject to certification in the United States. Applicants must obtain the Grantee Code prior to submitting the Equipment Authorization request. There are also options available for the Accreditors to allow modifying and updating TCB information for those that they oversee. The web address is <http://www.fcc.gov>.

To access the OET TCB web page, from the FCC's web page, click on the [E-filing](#) hyperlink, when the FCC Electronic Filing and Public Access Systems page opens, click on the [OET TCB/Accreditor Electronic Filing](#) hyperlink or the alternate link at the end of the same paragraph.

1.2 System Requirements

The minimum requirements to run the TCB web application is as follows:

133 or better microprocessor
8 MB or higher RAM
15" monitor
Netscape 4.03 or higher
Internet Explorer 4.0 or higher

1.3 Downloading Instructions

To download instructions on how to use the TCB web application, click on the [Download Instructions](#) hyperlink. Adobe Acrobat Reader will open the TCB web application user manual. The manual may be viewed on-line, it can be printed or saved.

1.4 Downloading Required Software

The TCB web application uses the following software:

- Adobe Acrobat Reader
- Internet Explorer

- Netscape

NOTE: If you choose to pay electronically to obtain a Grantee Code, you must have the 128-bit encryption version of Netscape Navigator or Internet Explorer.

To download any of the above necessary software click on the [Download Software](#) hyperlink.

1.5 Frequently Asked Questions

Frequently Asked Questions (FAQ's) have been provided for quick help. To access the FAQ page click on the [TCB FAQ](#) hyperlink available at the OET TCB/Accreditor Electronic Filing web page.

2. OET TELECOMMUNICATIONS CERTIFICATION BODIES (TCB) WEB SITE

Welcome to the World Wide Web based application for TCB. From this application, users have the ability to:

- Applying for a new Grantee Code (Section 2-1);
- Completing an FCC Remittance Form 159 for a Grantee Code (Section 2-2);
- Performing Searches (Section 2-4)
- Registering a TCB (Section 3-2);
- Completing Form 731(Section 4-2);
- Adding Attachments (Section 4-3);
- Submitting and responding to correspondence (Section 4-4);

2.1 Applying for A New Grantee Code (Grantee Registration)

Before an application can be filed with the FCC, a company must have a unique FCC assigned Grantee Code. This code is assigned to a specific company at a specific address and is used as the first three characters of an FCC Identification number (FCC ID).

To apply for a new Grantee Code, click on the [Grantee Registration](#) hyperlink. A reminder that the Grantee Code must be paid within 30 days in order for it to remain valid appears. To proceed, click on the **OK** button.

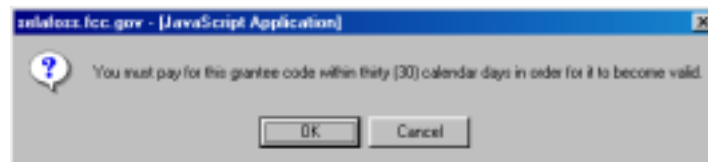


Exhibit 2-1 Grantee Payment Reminder

Once the **OK** button is clicked the FCC Grantee Registration Form opens.

**FCC Office of Engineering and Technology
GRANTEE REGISTRATION FORM**

NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site.

Upon completion of this form, you will receive a three character Grantee Code to be used when completing the FCC Form 714, application for Equipment Authorization. Please retain this Code for future reference. After successful completion of the Grantee Registration, you will be presented with the Fee Remittance Address, FCC Form 159. The Form 159 may be submitted electronically (at least 10 business days in advance) or by paper form, along with payment to: Federal Communications Commission, Equipment Approval Division, P. O. Box 388135, Pittsburgh, PA 15261-8135.

1. Grantee's complete, legal business name *

2. Grantee's mailing address:

Line 1 *

Line 2

P.O. Box

City *

State *

Country

Zip/Postal Code

3. Contact Information:

First Name *

Middle Initial

Last Name *

Telephone Number

Extension

Title *

Fax Number

E-mail *

Mail Stop

4. FCC Registration Number (FRN) *

NOTE: This field is not required at this time. However, it may be required in future submissions. You are strongly encouraged to obtain and specify the FRN number when completing this application. To obtain an FRN number, select the "Get FRN Number" button in the bottom center screen.

* Indicates that this field must be completed before the application can be submitted.

[Continue](#) [Clear](#)

[FCC Home Page](#) [Search](#) [Commissioners](#) [Bureaus Offices](#) [Finding Info](#)

[Mail your comments or suggestions to: \[foia@fcc.gov\]\(mailto:foia@fcc.gov\)](#)

FCC - Federal Communications Commission - Grantee Registration

Exhibit 2-2 Grantee Registration Form

The following fields appear on the form:

Field	Definition
1. Grantee's complete, legal business name	
<i>The user must fill all fields marked with an asterisk (*).</i>	
Business Name*	Enter the applicant's full name.
2. Grantee's mailing address	
Line 1*	Enter the applicant's mailing address.
Line 2	Enter the applicant's mailing address (if applicable).
P.O. Box	If a post office box is provided, enter it into this field.
City*	Enter the applicant's city.
State	Select the applicant's state from the drop down menu.
Country	If the firm is located outside the United States of America, enter the country name in this field.
Zip/Postal Code	Enter the zip/postal code. This is an alpha-numeric field.
3. Contact Information	
First Name*	Enter the contact's first name.
Middle Initial	Enter the contact's middle initial, if provided.
Last Name*	Enter the contact's last name.
Telephone Number*	Enter the contact's complete telephone number. This is

Field	Definition
	an alpha-numeric field. Enter the contact's telephone extension, if one is provided.
Title*	Enter the contact's title (e.g., Senior Product Engineer).
Fax Number*	Enter the contact's fax number. This is an alpha-numeric field.
E-mail*	Enter the contact's e-mail address. The e-mail address format is as follows: name@company.ext
Mail Stop	Enter the contact's mail stop. This is useful when the mailing address is to a large company and the contact has an office or cubicle within the building that is not a part of the normal mailing address.
4. FCC Registration Number (FRN)	
FRN Number **This is not the same as a TIN, EIN or a Correspondence Reference Number.	Enter the 10 digit numeric code obtained when first registered with FCC. This field is not required at this time. However, it may be required in future submissions. It is strongly recommended that all Applicants obtain and specify the FRN number when completing this application. To obtain an FRN number, click on the Get FRN hyperlink.

Once all the fields have been filled in, click on the **CONTINUE** button. The application will verify that all the fields were properly completed. If any of the required fields were not properly filled in, a window will appear stating the missing required field(s).

If there are applicants with similar names on file with the FCC, a list of those applicants and their Grantee Codes appear. Review the list to determine if a Grantee Code was previously assigned to the applicant for which a code is now being requested. If a Grantee Code was previously assigned, use that code to submit Form 731. If a Grantee Code was not previously submitted click on the **CONTINUE SUBMISSION** button.

FCC EFT 159 Electronic Filing Site

Federal Communications Commission

NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site.

NOTICE

Below is a list of applicant(s)/grantee code(s) on file with the FCC with similar name(s). Please check this list to determine if a grantee code was previously assigned to the applicant for which a code is now being requested. If a code was previously assigned, please use that code to submit the Form 159. Notify hsaas@fcc.gov of any applicant and/or contact discrepancies. Do not click "Continue Submission" if a grantee code was previously assigned.

Grantee Code	Applicant Name	Street Address	City
REK	Charles G. Reilly	745 Schuman Drive	Stevenson
RFC	Charles Schmidt & Company Inc.	101 Montgomery Street	San Francisco
RFP	Charles Industries Ltd.	Marine Products Division	Rolling Meadows
RTQ	Charles Machine Works Inc., The	P. O. Box 66	Trary
RTY	Charles Wain Industrial Co Ltd	No 18, Alley 63, Lane 285	Taipei
OSY	Charles Inc.	838 Brandon Creek Drive	Silver Spring

[Continue Submission](#)

[FCC Home Page](#) | [Search](#) | [Commissioners](#) | [Bureaus/Offices](#) | [Finding Info](#)

[Mail your comments or suggestions to: hsaas@fcc.gov](mailto:hsaas@fcc.gov)
FCC - Federal Communications Commission

Exhibit 2-3 Grantee Code Verification

Once the **CONTINUE SUBMISSION** button is clicked, an FCC Grantee Registration Confirmation window appears. This window provides the new Grantee Code, date of submission and the applicant's name.

FCC EFT 159 Electronic Filing Site

Federal Communications Commission

NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site.

FCC Grantee Registration Confirmation

NOTICE:

You must pay for the Grantee Code displayed below within 30 calendar days, using the FCC Form 159. The Grantee Code will no longer be valid if it is not paid for within this period. In addition, no Grant of Equipment Authorization will be issued for any application filed using a Grantee Code for which the fee has not been paid. Please Retain the Following Information For Future Reference

Your New FCC Grantee Code is:	051
Date of Submission:	8/6/2001
Applicant Name:	Charles Inc.

Press this button to complete the grantee registration and proceed to FCC Form 159

[Complete Submission](#)

[FCC Home Page](#) | [Search](#) | [Commissioners](#) | [Bureaus/Offices](#) | [Finding Info](#)

[Mail your comments or suggestions to: hsaas@fcc.gov](mailto:hsaas@fcc.gov)
FCC - Federal Communications Commission - Grantee Registration

Exhibit 2-4 Grantee Registration Confirmation

To complete the grantee submission and proceed to the FCC Fee Remittance Form 159 click on the **COMPLETE SUBMISSION** button.

2.2 Completing an FCC 159, Fee Remittance Advice

A fee is required for each Grantee Code assignment and may be paid electronically, by mail or hand delivery.

The FCC fee payment process is initiated immediately after completing the grantee registration by clicking on the **COMPLETE SUBMISSION** button.

The Electronic Form 159 log-in window appears.

The screenshot shows a Netscape browser window titled "E-159 - Netscape". The address bar shows "http://www.fcc.gov/eform159/". The page has a blue header with the FCC logo and the text "Electronic Form 159". Below the header, there is a login section with the text "Enter in your FRN and Password". It contains two input fields: "FCC Registration Number (FRN)" and "Password". Below these fields are "Continue" and "Clear" buttons. To the right of the login section, there is a blue sidebar with the text "CORES To register for a FRN and Password" and "Payer To skip registration and fill out Payer information." Below the login section, there is a yellow box with the text "To create your Form 159 you must have Acrobat Reader 4.0 or higher. You may click [here](#) if you would like to install it now." Below this box is the Acrobat Reader logo. Below the logo, there is a link "If help is needed to configure the Acrobat Reader on your machine, you may click [here](#) to find help." Below this, there is a note: "If you do not have a FRN you can register for one at [CORES](#). Note: Be sure to write down your new FRN and Password after registration so that you can continue with the Electronic Form 159." At the bottom, there is a link: "If you would like to skip registration, go to [Payer](#) to fill out the payer portion of the Form 159." The status bar at the bottom shows "Document Done".

Exhibit 2-5 Electronic Form 159

To complete Form 159, click on the [Payer](#) hyperlink at the bottom of the screen.

Update and verify the Payer's information including entering the Payer's Tax Identification Number (TIN). If the Payer is in any country other than the USA, use all 9s for the Payer TIN blocks. All information must be filled in to proceed. To continue click on the **UPDATE** button.

A payment summary window appears with the appropriate amount due.

Applicant	Applicant's TIN	Quantity	Fee Due
Charles Inc.		1	\$50.00

Total Amount Due: \$50.00

View Form 159

Pay Now

Exhibit 2-6 Payment Summary

To complete the FCC 159 form, click on the **VIEW FORM 159** button. An Adobe Acrobat Reader window will appear. Click in the **OPEN IT** checkbox and click on the **OK** button.

Form 159 will open in Adobe Acrobat Reader pre-filled with all the applicant's information. This information can not be modified. To complete the process, print out Form 159 by clicking on the Print icon or by selecting Print from the File menu option. The form is now ready to be submitted.

2.2.1 Electronic Payments

To submit payments electronically proceed to Form 159 and follow all the steps in [Section 2.2](#). However, at the payment summary window click on the **PAY NOW** button.

NOTE: If you choose to pay electronically, you must have the 128-bit encryption version of Netscape Navigator or Internet Explorer.

2.2.2 Paying by Mail

To submit payments by mail proceed to Form 159 and follow all the steps in Section 2.2. Mail the 159 form and payment to the following address:

Federal Communications Commission
Equipment Approval Services
P.O. Box 358315
Pittsburgh, PA 15251-5315

2.2.3 Hand Delivering a Payment

To hand deliver or to use a courier service, proceed to Form 159 and follow all the steps in Section 2.2. Deliver the 159 form along with payment double enveloped as follows:

1. Address an envelope with the following address:

Federal Communications Commission
Equipment Approval Services
P.O. Box 358315
Pittsburgh, PA 15251-5315

2. Place in an outer envelope with the following address:

Federal Communications Commission
c/o Mellon Bank
Mellon Client Service Center
500 Ross Street
Room 670
Pittsburgh, PA 15262-0001

Hand deliver or submit to the Ross Street address.

2.3 Accreditor List

Users may obtain a report listing all approved Accreditors. To view the report, click on the [Accreditor List](#) hyperlink.

The report contains the Accreditor's Name, Address, Country, Contact, Phone Number, Fax Number and email address.

2.4 Performing Searches

The TCB web application allows users to perform the following searches:

TCB Search:	Searches for TCB's with approved scopes based on entered search criteria.
Generic Search:	Searches for granted applications based on entered search criteria.
Grantee Search:	Searches for Grantee Codes and Company Names based on entered search criteria.
Test Firm Search:	Searches for approved Test Firms based on entered search criteria.

2.4.1 Performing a Generic Search

To perform a generic search of granted applications, click on the [Generic Search](#) hyperlink.

The Generic Search form appears.

Exhibit 2-7 Generic Search Form

The following fields appear on the form:

Field	Definition
Grantee Code	Enter the three-character Grantee Code assigned by the FCC (the first three characters of the FCC ID). There are no numbers one and/or zero in a Grantee Code.
Equipment Product Code	Enter the Equipment Product Code, including any dashes (all remaining characters of the FCC ID following the Grantee Code).
Applicant Name	Enter a partial or complete applicant's name.
Equipment Class	Select from the drop down list the appropriate equipment class.
TCB Name	Select from the drop down list the TCB's name. (Applies to TCB applications only)
Frequency Range in Mhz	Enter the frequency range in Mhz
Grant date range	Enter the date range (mm/dd/yyyy) the grant was issued.
TCB Scope	Select from the drop down list the TCB Scope search criteria. (Applies to TCB applications only)

Once the search criteria fields are complete and the **START SEARCH** button has been clicked, the Generic Search Report window appears. The "Show ___ Records at a Time" can be increased to 99.

Federal Communications Commission

NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site.

27 Matches Found For:
TCB NAME = **AMERICAN TCB, INC.**

Query Results:

View Form	Display Exhibits	Display Grant	Applicant Name	Address	City	State	Country	Zip Code	FCC ID	Grant Date	Lower Frequency in MHz	Upper Frequency in MHz
View Form	View Exhibits	View Grant	Alenco Electronics Inc.	438 Acapulco Avenue, Lot #130	Torrance	CA	USA	90501	ET02F-496T	06/08/2000	438	448.996
View Form	View Exhibits	View Grant	Alenco Electronics Inc.	438 Acapulco Avenue, Lot #130	Torrance	CA	USA	90501	ET02F-194T	09/14/2000	135	173.995
View Form	View Exhibits	View Grant	TCM Automotive Electronics	Seaford Road	Seaford	DE	England	WA	EEH33AE	09/13/2000	0.125	0.125
View Form	View Exhibits	View Grant	Motorola Inc.	1381 East Algonquin Road, Room 1726	Schaumburg	IL	USA	60196	AE2763	07/13/2000	04	44.1

Show Records at a Time

[Continue Search](#) [Reset Count](#) [Return to Query Form](#)

[FCC Home Page](#) [Search](#) [Commissioners](#) [Bureaus Offices](#) [Filing Info](#)

Exhibit 2-8 Generic Search Report

This report includes a list of all granted applications matching the search criteria specified.

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the amount of records shown at the same time back to one.
Return to Query Form	Click this button to return to the Generic Search form and specify different search criteria.

2.4.2 Performing a Grantee Search

To perform a grantee search, click on the [Grantee Search](#) hyperlink.

The Grantee Search form appears:

The screenshot shows a web browser window titled "FCC DET TCB Electronic Filing Site". The main content area has a yellow background and features the FCC logo and the text "Federal Communications Commission". A red notice states: "NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site." Below this is the "Office of Engineering and Technology Grantee Search Form". The form contains the following fields: "Grantee Name" (text input), "Grantee Code" (text input), "City" (text input), "State" (drop-down menu), "Zip/Postal Code" (text input), and "Country of Service address" (text input). There is a "Show 10 Records at a Time" option and a "Start Search" button. A footer contains links: "FCC Home Page", "Search", "Commissioners", "Bureaus Offices", "Filing Info", and an email address "mailto:comments@spectrum.fcc.gov".

Exhibit 2-9 Grantee Search Form

The following fields appear on the form:

Field	Definition
Grantee Name	Enter the applicant's name.
Grantee Code	Enter the three-character Grantee Code assigned by the FCC (the first three characters of the FCC ID).
City	Enter the TCB's city.
State	Select from the drop down list the applicant's state.
Zip/Postal Code	Enter the zip/postal code. This is an alpha-numeric field.
Country	If the firm is located outside the United States of America, enter the country name in this field.

Once the search criteria fields are complete and the **START SEARCH** button has been clicked, the Grantee Search Report appears.

Federal Communications Commission

NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site.

227 Matches Found For:
GRANTEE STATE = MD

Query Results:

Grantee Code	Grantee Name	Mailing Address	P.O. Box	City	State/Country	Zip Code	Contact Name	Date Received
IVE	A B Security Products Inc	71 West Timonium Road		Lutherville	MD / USA	21093	NA	04/18/1998
COB	AAA Corp.	555 Main Street		Lanham	MD / USA	20706	Jane Doe	09/15/2000
COB	ABC Corp.	516 Chest Avenue		Lanham	MD / USA	20706	Jane Doe	09/15/2000

Show ☐ Records at a Time

Continue Search Reset Count Return to Query Form

FCC Home Page Search Commissioners Business Officers Finding Info

help@fcc.gov comments@fcc.gov foia@fcc.gov

FCC - Federal Communications Commission - FCC OET Search Form

Exhibit 2-10 Grantee Search Report

This report includes a list of all applications matching the search criteria.

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the amount of records shown at the same time back to one.
Return to Query Form	Click this button to return to the Grantee Search form and specify different search criteria.

2.4.3 Performing a TCB Search

To perform a TCB search, click on the [TCB Search](#) hyperlink.

The TCB Search form appears:

Exhibit 2-11 TCB Search Form

The following fields appear on the form:

Field	Definition
TCB Name	Enter the TCB's name.
TCB Login	Enter the TCB's login.
City	Enter the applicant's city.
State	Select from the drop down list the TCB's state.
Zip/Postal Code	Enter the zip/postal code. This is an alpha-numeric field.
Country	Select from the drop down list the TCB's country.
Approved Scope	Select from the drop down list the TCB's approved scope.

Once the search criteria fields are complete and the **START SEARCH** button has been clicked, the TCB Search Report appears.

The screenshot shows the FCC TCB Search Form interface. At the top, it says "Federal Communications Commission". A red notice states: "NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site." Below this, it indicates "18 Matches Found For:" and shows the search criteria "+ STATE = MD". The "Query Results:" section displays a table with the following data:

TCB Name	TCB Identifier	Approved Scope	Address	City	State	Country	Zip Code	Contact Information
Lego TCB	EU0001	A1	TCB ADDRESS ONE TCB ADDRESS TWO	TCB CITY	MD	EU	21046	TCB CONTACT FIRST TCB CONTACT LAST 303533331 tbccontact@fcc.gov
Lego TCB	EU0001	A2	TCB ADDRESS ONE TCB ADDRESS TWO	TCB CITY	MD	EU	21046	TCB CONTACT FIRST TCB CONTACT LAST 303533331 tbccontact@fcc.gov
MIT Laboratories, Inc.	US0009	A1	914 W. Patapsco Avenue test line devices	Baltimore	MD	US	21230-3432	Christopher TCB CONTACT first name 410-354-3390 jpross@fcc.gov
MIT Laboratories, Inc.	US0009	A2	914 W. Patapsco Avenue test line devices	Baltimore	MD	US	21230-3432	Christopher TCB CONTACT first name 410-354-3390 jpross@fcc.gov

Below the table, there is a "Show" dropdown set to "1" and a "Records at a Time" label. At the bottom, there are three buttons: "Continue Search", "Reset Count", and "Return to Query Form". The footer includes links for "FCC Home Page", "Search", "Commissioners", "Bureaus/Offices", and "Finding Info", along with contact information for the FCC TCB Search Form.

Exhibit 2-12 TCB Search Report

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the amount of records shown at the same time back to one.
Return to Query Form	Click this button to return to the TCB Search form and specify different search criteria.

2.4.4 Performing a Test Firm Search

To perform a Test Firm search, click on the [Test Firm](#) hyperlink.

The Test Firm Search form appears:

The screenshot shows a web browser window titled "FCC DET TDD Electronic Filing Site - Netscape". The page header features the FCC logo and the text "Federal Communications Commission". A red notice states: "NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site." Below this, a prompt reads: "Please Enter One of the Following Search Criteria to Begin Execution of the Test Firm Report:". The form contains three input fields: "Test Firm" (a text box), "State of Test Firm" (a dropdown menu with "AL" selected), and "Country of Test Firm" (a text box). Below these fields are "Start Search" and "Clear" buttons. At the bottom, there is a navigation bar with links: "FCC Home Page", "Search", "Commissioners", "Bureaus/Offices", and "Filing Info". A footer line includes the email "fde@user.comcast.net/suggestion/To: fde@fda.gov" and the text "FCC - Federal Communications Commission - FCC DET Search Form".

Exhibit 2-13 Test Firm Search Form

The following fields appear on the form:

Field	Definition
Test Firm	Enter the Test Firm's name.
State of Test Firm	Select the Test Firm's state from the drop down menu.
Country of Test Firm	Enter the Test Firm's Country.

Once the search criteria fields are complete and the **START SEARCH** button has been clicked, the Test Firm Search Report appears.

Federal Communications Commission

NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site.

WARNING: The following firms have submitted the information required by Section 2.940 of the FCC Rules for measuring device subject to Certification under Parts 25 & 118 and have indicated that they are available to the public on a contract basis. This list is provided as a public service. **IT IS YOUR RESPONSIBILITY TO SELECT A FIRM THAT IS CAPABLE OF MEASURING YOUR SPECIFIC DEVICE.** The FCC does not assume responsibility regarding the capability of these firms for performing the required measurements. Accordingly, firms on this list should not advertise or otherwise imply FCC approval of their site. An up-to-date listing is available on the FCC website (<http://www.fcc.gov>). Questions concerning the list may be directed to 301-362-3000.

A "P" indicates the firm is accredited by the National Institute of Standards and Technology (NIST) under the National Voluntary Laboratory Accreditation Program (NVLAP), "N" indicates accreditation by the American Association For Laboratory Accreditation (A2LA) and "F" indicates Accreditation by a Foreign Authority, to perform testing under the Declaration of Conformity procedure. For further information, contact NIST at 301-975-3305 or A2LA at 301-644-1040.

NOTE: A firm indicated by "P" must be a contract test firm which has met the requirements of Section 2.940 for Certification testing.

Firm Name	Contact	Address	City	State	Zip	Country	Email Address	Phone Number	Extension	Fax Number	Accredited
SC Engineering	Wendy Foster	10000 Industry Road B-170 Connetquot, NY 11742	Connetquot	NY	11742	USA	scengr@aol.com	301-253-4980	301-253-5179	301-253-5179	N
National Certification Laboratory	Deanna Campbell	11000 Connetquot, NY 11742	Connetquot	NY	11742	USA	ncclab@aol.com	410-461-5540	410-461-5540	410-461-5540	N
PCTEST Engineering Laboratories, Inc.	Emily Dubois	6660-B Dulles, VA 20146	Dulles	VA	20146	USA	pctest@earthlink.net	410-296-6832	410-296-6832	410-296-6834	P

End of Report.

Show Records at a Time

[Continue Search](#) [Reset Count](#) [Return to Query Form](#)

[FCC Home Page](#) [Search](#) [Comments](#) [Business Offices](#) [Filing Info](#)

web_user_comments_or_suggestions_to_boards@fcc.gov
FCC - Federal Communications Commission - FCC Web Search Form

Exhibit 2-14 Test Firm Search Report

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the amount of records shown at the same time back to one.
Return to Query Form	Click this button to return to the Test Firm Search form and specify different search criteria.

2.5 FCC Rule Interpretations

The TCB web application provides users with the capability of viewing interpretations of FCC Rules that have been previously addressed by the public. Two search options are available:

- FCC Rule Interpretations Index Query – Performs a category search. The search results will list documents that contain the category criteria.
- FCC Rule Interpretations Full Text Search – Performs a full text search. The search results will list all documents that contain the entered text criteria.

To view interpretations, click on the [Rule Interpretations](#) hyperlink.

2.5.1 FCC Rule Interpretations Index Query

The FCC Rule Interpretations Index Query window provides the user with the ability to better tailor the search.

Exhibit 2-15 FCC Rule Interpretations Index Query

The following fields appear on the form:

Field	Definition
Rule Parts	Enter the desired Rule Part.
Subject	Enter the desired subject.
Remarks	Enter the desired remark.
Keyword	Enter the desired keyword.
Company	Enter the name of the desired company.
City	Enter the desired city.
State	Select the desired state from the drop down menu.
Zipcode	Enter the desired zip/postal code. This is an alpha-numeric field.
Country	Enter the desired Country's name.

To perform a search, type a word or several words in the search field and click on the **SEARCH** button. All matching documents containing the entered criteria will be listed.

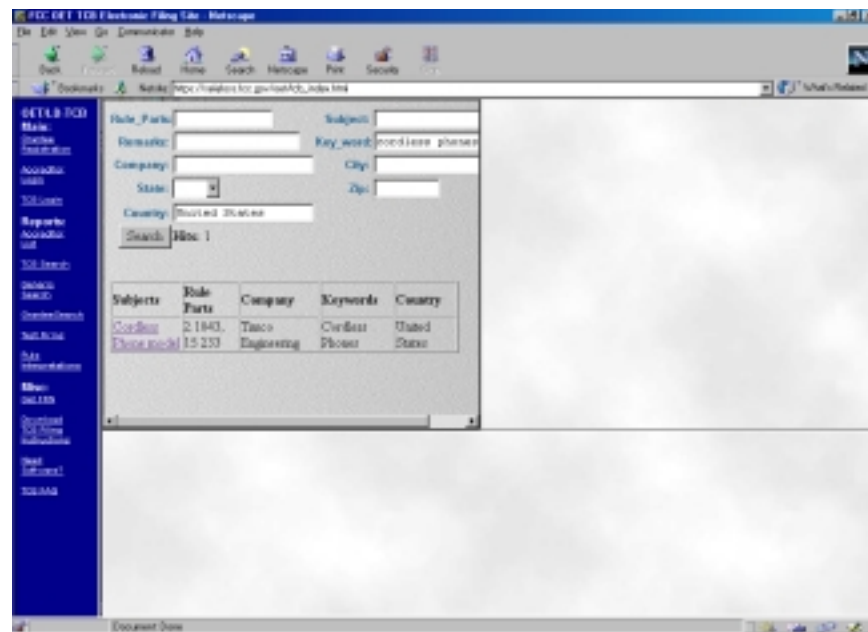
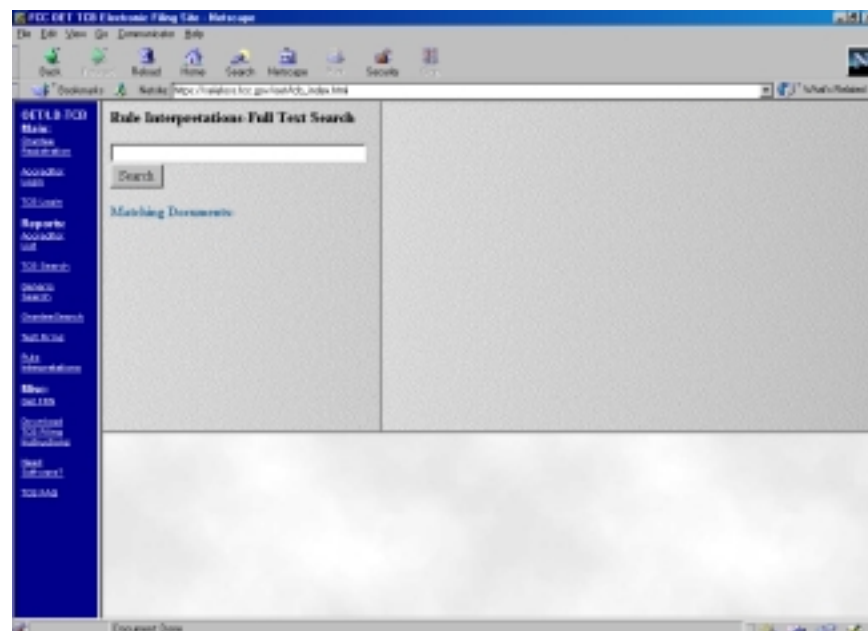


Exhibit 2-16 Index Query Search Results

To view a document in the result list, click on the document's subject hyperlink. A preview of the document will appear to the right of the result list.

2.5.2 FCC Rule Interpretations Full Text Search

The FCC Rule Interpretations Full Text Search window provides the user with the ability to perform a broader search.



To perform a search, type a word or several words in the search field and click on the **SEARCH** button. All matching documents containing the criteria will be listed.

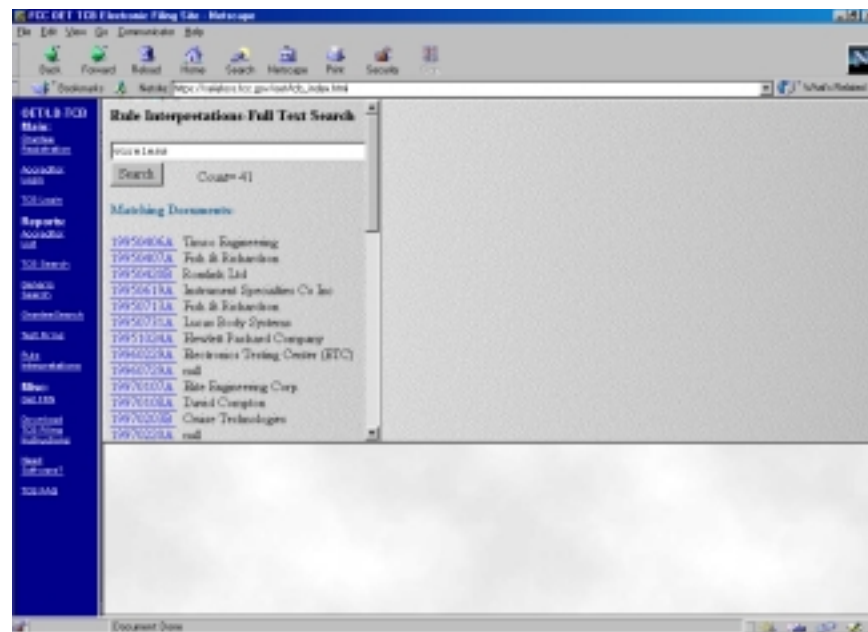


Exhibit 2-17 Full Text Search Results

To view a document in the result list, click on the document's hyperlink. A preview of the document will appear to the right of the result list.

3. ACCREDITORS

The FCC recognizes domestic and foreign TCB Accreditors to evaluate and accredit TCBs upon subsequent designation by the commission, TCB's may act on behalf of the commission to authorize equipment according to the FCC rules. The TCB web application allows Accreditors to perform the following:

- Register a new TCB (Section 3.2); and
- Modify an existing TCB (Section 3.3);

3.1 Accreditor Login

To log into the TCB Accreditor's web site click on the [Accreditor Login](#) hyperlink.

The Accreditor Login window appears:



Exhibit 3-1 Accreditor Login

The following fields appear on the form:

Field	Definition
Accreditor Login	Enter the login assigned when the Accreditor was registered by the OET.
Password	Enter the password associated with this Accreditor.

The following buttons appear on the form:

Button	Action
Login	Click on this button when ready to log to the web site after the login and password are entered.
Clear	Click on this button to delete information entered into

Button	Action
	the fields.
Forgot Password	Click on this button if you can not remember your password. A form requesting the Accreditor's login and the reset password phrase on record with the Commission will appear.

3.2 Registering a New TCB

The TCB web applications allows Accreditors to add a new TCB. To add a new TCB, click on the [New TCB](#) hyperlink.

The TCB Registration Form appears:

The screenshot shows the FCC TCB Registration Form. The form is titled "FCC OFFICE OF ENGINEERING AND TECHNOLOGY TCB REGISTRATION FORM". It includes the following sections and fields:

- Options:** New TCB, Modify TCB, Change Password.
- Instructions:** "This site is for User Acceptance Testing purposes only. No grants will be issued from this site." and "Indicates that this field needs to be completed before the registration can be submitted".
- 1. TCB's complete, legal/business name:** A text input field.
- 2. TCB's country code:** A dropdown menu with "US" selected.
- 3. TCB's login:** A text input field.
- 4. Password Reset Phrase:** A text input field.
- 5. TCB's mailing address:** Fields for Line 1, Line 2, P.O. Box, City, State (dropdown), Country (dropdown), and Zip/Postal Code.
- 6. Contact Information:** Fields for First Name, Last Name, Title, Email, Mobile Number, Telephone Number, Fax Number, and Mail Stop.
- 7. TCB's equipment:** A table with columns: Equipment, Accreditation Date, Expiration Date, Pending action Date, and Status. The table contains several rows of data.
- Buttons:** "Complete Submission" and "Clear".
- Footer:** "FCC Home Page", "Search", "Commissioners", "Bureaus/Offices", "Finding Info", "Mailroom/Comments or suggestions (mailto:feedback@fcc.gov)", and "FCC - Federal Communications Commission - TCB Registration".

Exhibit 3-2 TCB Registration

The following fields appear on the form:

Field		Definition
<i>The user must fill all fields marked with an asterisk (*).</i>		
1. TCB's complete, legal business name		
TCB's business name*		Enter the TCB's full name.
2. Identify all scopes that the TCB is permitted to authorize		
Scope*		Select the level of certification.
Accreditation Date*		The date the scope is selected is automatically entered.
Expiration Date*		Enter the date the TCB's scope is no longer authorized
Designation Date		Enter the date the FCC designates.
Status		When entered the scope will automatically be assigned a pending status.
3. TCB Login		
TCB Login*		Enter the TCB's assigned login. It must be unique to the country code.
4. Password Reset		
Password Reset Phrase*		In order for the TCB to reset their password, they must enter a phrase that is unique. This phrase is required when the TCB forgets their password and they attempt to reset it to the original password. When the TCB logs in for the first time this phrase is required.
5. TCB's mailing address		
Line 1*		Enter the TCB's mailing address.
Line 2		Enter the TCB's mailing address (if applicable).
P.O. Box		If a post office box is provided, enter it into this field.
City*		Enter the TCB's city.
State		Select the applicant's state from the drop down menu.
Country		If the firm is located outside the United States of America, enter the country name in this field.
Zip/Postal Code		Enter the zip/postal code. This is an alpha-numeric field.
6. Contact Information		
First Name*		Enter the contact's first name.
Middle Initial		Enter the contact's middle initial, if provided.
Last Name*		Enter the contact's last name.
Telephone Number*		Enter the contact's complete telephone number. This is an alpha-numeric field. Enter the contact's telephone extension, if one is provided.
Title*		Enter the contact's title (e.g., Senior Product Engineer).
Fax Number*		Enter the contact's fax number. This is an alpha-numeric field.
E-mail*		Enter the contact's e-mail address. The e-mail address

Field	Definition
	format is as follows: name@company.ext
Mail Stop	Enter the contact's mail stop. This is useful when the mailing address is to a large company and the contact has an office or cubicle within the building that is not a part of the normal mailing address.

Once all the fields have been filled in, click on the **COMPLETE SUBMISSION** button. The application will verify that all the fields were properly completed. If any of the required fields were not properly filled in, a window will appear stating the missing required field(s).

3.3 Modifying a TCB

To modify the information previously entered for a TCB, click on the [Modify TCB](#) hyperlink.



Exhibit 3-3 Retrieving Existing TCB Data window

Enter the desired TCB's login and click on the **CONTINUE** button. The TCB Registration Form appears pre-filled with the TCB's current authorities.

Federal Communications Commission

This site is for User Acceptance Testing purposes only. No grants will be issued from this site.

* Indicates that this field must be completed before the registration can be submitted

**FCC OFFICE OF ENGINEERING AND TECHNOLOGY
TCB REGISTRATION FORM**

Once this registration has been submitted, please print and retain for future reference.

1. TCB's complete, legal business name *

JONES 2000 TCB, Inc.

2. Identify All TCBs that the TCB is provided in authorities *

Design	Accreditation Date	Expiration Date	Designation Date	Status
D4	05/31/2000	11/15/2000	12/02/2000	Designated
D3	05/31/2000	06/15/2000	06/02/2000	Under Review
D2	05/31/2000	06/15/2000	06/02/2000	Under Review
D1	05/31/2000	06/15/2000	10/10/2000	Under Review
A4	05/31/2000	06/15/2000	12/10/2000	Designated
A3	05/31/2000	06/15/2000	06/02/2000	Designated
A2	05/31/2000	06/15/2000	06/02/2000	Designated
A1	05/31/2000	06/15/2000	12/02/2000	Under Review

3. TCB Login (a two-letter country code, followed by exactly four letters or numbers) *

US Login may not be modified.

4. Favored Email (please type in 255 characters is required in order for the Accredited to email the payment for this TCB. See the on-line help for instructions) *

American

5. TCB's mailing address:

Line 1 *

0701 Main Street American

Line 2:

Box 100

P.O. Box:

City *

State:

Country/Foreign address:

Zip/Postal Code:

12121

6. Contact Information:

First Name *

Last Name *

Title *

E-mail *

Telephone Number:

Extension:

Fax Number:

Mail Stop:

Complete Submission Clear

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Exhibit 3-4 TCB Authorities Window

Update information as needed. When complete click on the **COMPLETE SUBMISSION** button. The application will verify that all fields were properly updated. If so, a confirmation window will appear:

Federal Communications Commission

This site is for User Acceptance Testing purposes only. No grants will be issued from this site.

FCC TCB Registration Confirmation
The TCB Information Has been Successfully Added/Updated

Please Retain the Following Information For Future Reference

FCC TCB Login:	J08188
Date of Submission:	May 31 2000 12:29:54
Applicant Name:	American TCB, Inc.
Default Password:	j08pass2

Forgot Your Password: [ATC08188](#)

[FCC Home Page](#) | [Search](#) | [Commissioners](#) | [Bureaus/Offices](#) | [Filing Info](#)
[Mail Your comments or suggestions to: \[ftc@fcc.gov\]\(mailto:ftc@fcc.gov\)](#)

FCC - Federal Communications Commission - TCB Registration

Exhibit 3-5 TCB Registration Confirmation

3.4 Changing the Password

The Change Password option allows a user to modify the login password. To change the password, click on the [Change Password](#) hyperlink.

The first Accreditor Password reset form appears:

Federal Communications Commission

This site is for User Acceptance Testing purposes only. No grants will be issued from this site.

Please Enter your Accreditor Login and reset password phrase on record with the Commission then click Reset Password:

Accreditor Login:

Reset Password Phrase:

[FCC Home Page](#) | [Search](#) | [Commissioners](#) | [Bureaus/Offices](#) | [Filing Info](#)
[Mail Your comments or suggestions to: \[ftc@fcc.gov\]\(mailto:ftc@fcc.gov\)](#)

FCC - Federal Communications Commission

Exhibit 3-6 Accreditor Password Reset (Form 1)

The following fields appear on the form:

Field	Definition
Accreditor Login	Enter the login assigned when the Accreditor was registered by the OET.
Reset Password Phrase	Enter the password phrase selected when the login was first setup.

The following buttons appear on the form:

Button	Action
Reset Password	Click on this button when ready to login and change the password.
Clear	Click on this button to delete information entered into the fields.

When the **RESET PASSWORD** button is clicked the following form appears:

The screenshot shows a web browser window titled "FCC 318 Electronic Filing Site - Netscape". The page header includes the FCC logo and "Federal Communications Commission". A red warning message states: "This site is for User Acceptance Testing purposes only. No grants will be issued from this site." Below this, a heading reads: "To Change the Password for Accreditor **NISTL**, please enter the following:". The form contains three input fields: "Default Password:", "New Password:", and "Confirm New Password:". Below the fields are two buttons: "Change Password" and "Clear Fields". A left sidebar contains links: "Options", "New FCR", "Modify FCR", "Change Password", and "Cancel". At the bottom, there is a navigation bar with links: "FCC Home Page", "Search", "Commissioners", "Bureaus/Offices", "Finding Info", and a link to "Add your comments or suggestions (To: fccweb@fcc.net)".

Exhibit 3-7 Accreditor Password Reset (Form 2)

The following fields appear on the form:

Field	Definition
Default Password	Enter the default password.
Reset Password Phrase	Enter the new desired password.
Confirm New Password	Re-enter the new desired password.

When all fields are filled click on the **CHANGE PASSWORD** button. A confirmation window will appear if the change was successful.



Exhibit 3-8 Password Confirmation Window

4. TCB

The TCB web application allows TCB's to perform the following:

- Complete Form 731(Section 4-2);
- Add Attachments (Section 4-3);
- Submit and respond to correspondence (Section 4-4); and
- Modify Exhibits (Section 4-8);

4.1 TCB Login

To log into the TCB's web site click on the [TCB Login](#) hyperlink.

The TCB Login window appears:

Exhibit 4-1 TCB Login

The following fields appear on the form:

Field	Definition
TCB Login	Enter the login assigned when the Accreditor registered the TCB.
Password	Enter the password associated with this TCB.

The following buttons appear on the form:

Button	Action
Login	Click on this button when ready to login to the web site.
Clear	Click on this button to delete information entered into the fields.

Button	Action
Forgot Password	Click on this button if you can not remember your password. A form requesting the TCB's login and the reset password phrase on record with the Commission will appear.

4.2 Completing Form 731

Form 731 is used to apply for equipment authorization. Form 731 can be accessed by either completing a Grantee Registration Form, then selecting the **PROCEED TO FORM 731** button or clicking directly on the [Form 731](#) hyperlink.

Exhibit 4-2 Form 731 Sign-In Form (For entry into Form 731)

Field	Definition
<i>The user must fill all fields marked with an asterisk (*).</i>	
TCB FCC Registration Number (FRN) *See Registration Number (FRN) Section 4.6	Enter the FCC Registration Number owned by the TCB. The TCB submitting the application must obtain and specify this number when completing this application. (To obtain an FRN number, click on the Get FRN Number hyperlink.)
Applicant's FCC Registration Number (FRN) *See Registration Number (FRN) Section 4.6	Enter the FCC Registration Number owned by the applicant. The TCB submitting the Form 731 on behalf of the applicant must enter this when completing the application. (To obtain an FRN number, click on the Get FRN Number hyperlink.)
FCC ID*	Enter the three-character Grantee Code received after registering as an applicant with the Commission, followed by the Equipment Product Code. The Equipment Product Code (EPC) may not exceed 14 characters and should consist of any

Field	Definition
	combination of capital letters, Arabic numerals hyphens or dashes (-).
Name of Test Firm	Enter the name of the Test Firm. A search for a test firm can be performed based on search criteria with the Test Firm Search option.
Test Firm State	Enter the state of the Test Firm. This will narrow the possible entries for the test firm information fields on Form 731, thereby reducing the amount of time it takes to load and process the Form.
Test Firm Country	Enter the country of the Test Firm. This will narrow the possible entries for the test firm information fields on Form 731, thereby reducing the amount of time it takes to load and process the Form.
Application Contact Email *	Enter a valid e-mail address for the TCB requesting this equipment authorization. The e-mail address format is as follows: name@company.ext
Scope*	Select from the drop down list which authorization scope applies to this grant of equipment authorization. The authorization scopes listed are scopes that the TCB is permitted to use when authorizing equipment.

Once all the required fields have been filled in, click on the **CONTINUE** button. The sign-in form will verify that all the fields have been filled in properly; if so, Form 731 will open.

Form 731 is broken up into five screen shots with a brief description of each of the fields that the user needs to complete.

The first portion of Form 731 contains Items 1 through 5. The majority of the necessary information for Items 1 through 4 will pre-populate with the assigned Grantee Code information. This information can not be modified. If modifications are required contact the OET Laboratory with the incorrect and correct information, at the following address:

Federal Communications Commission

7435 Oakland Mills Road
Columbia, Maryland 21046
Attention: Bette Taube

Or fax the incorrect and correct information to: (301) 344-2050, Attention: Bette Taube or send an email to btaube@fcc.gov.

FCC TCB Electronic Filing Site - Webpage

Federal Communications Commission

NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site.

**FEDERAL COMMUNICATIONS COMMISSION - FCC TCB FORM 731
APPLICATION FOR EQUIPMENT AUTHORIZATION**

Approved by OMB
3060 - 0052
Expires 8/30/2000

NOTICE: You only have 92 days left before this page expires. Please renew soon.

Item 1. Applicant's complete, legal/business name: Korte Inc

Item 2. Applicant's mailing address:
Line 1: 1256 N. Church Street
Line 2: Tait A
P.O.Box
City: Mountaintop
State: NJ Country(US/foreign address): Zip/Postal Code: 08857

Item 3. FCC ID: Grantee code: 347 - Equipment Product Code (14-character maximum): 125

Item 4. Person at the applicant's address to receive grant or for contact:
First Name: Richard J
Last Name: Frishberg
Title:
Email:
Mail Stop:
Telephone:
Fax No:

Item 5. Instead of applicant, the original grant is authorized to be mailed to:

Exhibit 4-3 Form 731 Items 1 through 5

The following fields appear on the form:

Field	Definition
Item 1 – Applicant's complete, legal business name:	
Applicant's Name	Enter the applicant's name.
Item 2 – Applicant's mailing address:	
Applicant's mailing address	Enter the applicant's mailing address.
Item 3 – FCC ID	
Grantee Code	The Grantee Code is pre-populated from the information provided on the sign in page.
Equipment Product Code	Enter the Equipment Product Code (EPC) assigned by the company for the given product. The EPC can be a maximum of fourteen characters.
Item 4 – Person at the applicant's address to receive grant or for contact:	
First Name	Enter the first name of the recipient to receive the grant.
Last Name	Enter the last name of the recipient to receive the grant.
Title	Enter the recipient's title, if provided.
Email	Enter the recipient's e-mail address. The e-mail address format is as follows: name@company.ext
Item 5 – Instead of applicant, FCC is authorized to mail original grant to: <i>[This field is not accessible since the FCC does not mail TCB grants]</i>	

The second portion of Form 731 contains Items 6 through 9. This information is not required to submit an application to the FCC; however, if a name is entered into the Technical or Non-Technical Contact Firm Name fields, the rest of the fields must be completed.

FEDERAL COMMUNICATIONS COMMISSION - FCC TCB FORM 731 APPLICATION FOR EQUIPMENT AUTHORIZATION

Approved by OMB
3000 - 0057
Expires 9/30/2000

Item 6, Technical Contact

Firm Name: _____ Telephone: _____ Ext: _____ Fax No: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Address Line 1: _____ P.O. Box: _____

Address Line 2: _____ City: _____ State: _____

Country (if foreign address): _____ Zip/Postal Code: _____

Email: _____

Item 7, Non-Technical Contact

Firm Name: _____ Telephone: _____ Ext: _____ Fax No: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Address Line 1: _____ P.O. Box: _____

Address Line 2: _____ City: _____ State: _____

Country (if foreign address): _____ Zip/Postal Code: _____

Email: _____

Item 8: Does this application include a request for confidentiality for any portion(s) of the data contained in this application pursuant to 47 CFR § 0.109 of the Commission Rules? **Yes** ☐ **No** ☐

Item 9: Does the applicant request that the Commission defer grant of this application pursuant to 47 CFR § 0.109(b)(3)(ii) of the Commission Rules? **Yes** ☐ **No** ☐

Exhibit 4-4 Form 731 Items 6 through 9

The following fields appear on the form:

Field	Definition
Item 6 – Technical Contact and Item 7 – Non Technical Contact	
Firm Name	Enter the Firm's name.
Telephone	Enter the technical contact's complete telephone number. This is an alpha-numeric field. Enter the contact's telephone extension, if one is provided.
Fax Number	Enter the technical contact's fax number in this field.
First Name	Enter the technical contact's first name in this field.
Last Name	Enter the technical contact's last name in this field.
Address	Enter the technical contact's address in this field.
P.O. Box	If a post office box is provided, enter it into this field.
City	Enter the technical contact's city in this field.
State	Enter the technical contact's state in this field.
Country	If the technical contact is located outside of the United States of America, enter the country in this field.
Zip/Postal Code	Enter the technical contact's zip and/or postal code in this field.
Email	Enter the technical contact's e-mail address. The e-mail address format is as follows: name@company.ext

Field	Definition
Item 8 – Confidentiality	
Click on the appropriate checkbox in response to the question.	
Confidentiality	If portions of the application being filed are to be considered confidential, click on the YES button. If no portion of the application being filed is to be considered confidential, click on the NO button.
Item 9 – Defer Grant	
<i>[This field is not accessible since the FCC does not mail TCB grants]</i>	

The third portion of Form 731 contains Items 10 through 13.

Exhibit 4-5 Form 731 Items 10 through 13

The following fields appear on the form:

Field	Definition
Item 10 – Equipment Class	
Equipment Class	Select from the drop down list the equipment type for which the application is being filed.
Description of Product	Enter a brief description of the product for which authorization is being requested.
Item 11 – Application is for:	
Original Equipment	Click this checkbox if the FCC has not previously authorized the equipment.
Change in identification	Click this checkbox if an FCC ID change of presently authorized equipment is being requested. If selected, the original FCC ID and grant date must be provided.
Class II permissive change	Click on this checkbox if the FCC has previously authorized the

Field	Definition
	equipment listed in the application.
Item 12 – Is the equipment in this application: Click on the appropriate checkbox in response to the question.	
(a) Composite Device	If the equipment in the application is a composite device that is subject to more than one type of equipment authorization click on the YES button. If it is not subject to more than one type of equipment authorization click on the NO button. If the answer is yes, complete Item 12c.
(b) Associated Device	If the equipment in the application is part of a system that operates with, or is marketed with, another device that requires an equipment authorization, click on the YES button. If it is not part of a system that operates with, or is marketed with, another device that requires an equipment authorization, click on the NO button. If the answer is yes, complete Item 12c.
Related Application	Click on the appropriate checkbox if the device is operated with other equipment requiring approval.
Item 13 – Name of Test Firm and Contact Person	
Firm Name	Select from the drop down list the Test Firm's name.
First Name	Enter the first name of the Test Firm's contact.
Last Name	Enter the last name of the Test Firm's contact.
Telephone	Enter the Test Firm contact's complete telephone number. This is an alpha-numeric field. Enter the contact's telephone extension, if one is provided.
Fax Number	Enter the Test Firm contact's fax number in this field.
Email	Enter the Test Firm contact's e-mail address. The e-mail address format is as follows: name@company.ext

The fourth portion of Form 731 contains Items 14 through 15.

Exhibit 4-6 Form 731 Items 14 through 15

The following fields appear on the form:

Field	Definition
Item 14 – Additional Text	
Specialize Grant Notes	In the text field enter any text that you would like to appear at the bottom of the Grant of Equipment Authorization
Item 15 – Section 5301 (Anti-drug abuse) Certification	
Drug Certification	Click on the appropriate checkbox in response to the question.

The fifth portion of Form 731 contains Item 16. The application must be dated, and bear the original signature of either an officer of the applicant, a designated employee of the applicant located at the applicant's address, or an authorized agent. A signature includes any symbol executed or adopted by the applicant with the intent that such symbol be a signature, including symbols formed by computer-generated electronic impulses.

The screenshot shows the FCC Form 731 application for equipment authorization. The form is titled "FEDERAL COMMUNICATIONS COMMISSION - FCC FORM 731 APPLICATION FOR EQUIPMENT AUTHORIZATION". It includes a notice about user acceptance testing and a warning about the 92-day grace period. The form is divided into sections for "Applicant/Agent Certification" and "Applicant/Agent Information". The "Applicant/Agent Certification" section includes a statement of responsibility and a signature line. The "Applicant/Agent Information" section includes fields for name, address, telephone, fax, and email.

Exhibit 4-7 Form 731 Item 16

The following fields appear on the form:

Field	Definition
Item 16 – Applicant Certification	
Signature of Authorized Person	Enter the name of the authorized person.
Title of Authorized Person	Enter the title of the authorized person signing the application (i.e., Senior Product Engineer).
Firm Name	Enter the name of the authorized person's company.
Telephone	Enter the authorized person's complete telephone number. This is an alpha-numeric field. Enter the authorized person's telephone extension, if one is provided.
Fax Number	Enter the technical contact's fax number in this field.
First Name	Enter the first name of the authorized person.
Last Name	Enter the last name of the authorized person.
Address	Enter the authorized person's address in this field.
P.O. Box	If a post office box is applicable, enter it into this field.

Field	Definition
City	Enter the authorized person's city in this field.
State	Enter the authorized person's state in this field.
Country	If the authorized person's is located outside of the United States of America, enter the country in this field.
Zip/Postal Code	Enter the authorized person's zip and/or postal code in this field.
Email	Enter the authorized person's address. The e-mail address format is as follows: name@company.ext

After successful submittal of the Form 731 Application, a Form 731 confirmation number will be assigned to the application. The confirmation number will be required when checking the status of a pending application, adding exhibit attachments, and replying to correspondence from OET.

FCC TCB Form 731 Application for Equipment Authorization

NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site.

FEDERAL COMMUNICATIONS COMMISSION - FCC TCB FORM 731 APPLICATION FOR EQUIPMENT AUTHORIZATION

Approved by OMB 3000-0051 Expires 5/28/2008

NOTICE: Your confirmation number for this application is **TC90004**. Please retain this number for future reference to this application.

SECTION B: EQUIPMENT SPECIFICATIONS (see instructions)

Frequency range in MHz: Lower: [] Upper: []

Rated RF power output (in watts): []

Frequency tolerance: []

Intentional Radiator (See 47 CFR § 1.201 and § 1.202): []

Microprocessor Model Number: []

Equipment will be operated on share frequency under FCC Rule Part(s): []

The following notes related to the share frequency will be displayed with the authorization:

Notes: Many of the grant notes listed are no longer in display in the drop-down list. To see the full description of the grant notes, [click here](#).

13: TV Interface Device combined with TV Broadcast Receiver
 14: This is a grant of Certification because receiver will tune frequencies allocated to Citizens Band Service, Section 2.504(d)
 15: The equipment listed herein complies with the 14dB noise figure requirements
 16: If the subject device requires shielded interface cables to ensure compliance, the user's manual must advise the user of this
 17: Computing device into which this device is installed must employ shielded interconnect cables
 18: This device must be marketed with a shielded A.C. power cord if one is required to ensure compliance
 19: This device must be marketed with a shielded interface cable which incorporates ferrite cores equal in quantity and type to t
 20: All electrical and mechanical devices employed for spurious radiation suppression, including any modifications made during co
 21: This grant is issued to permit marketing only when a ferrite loaded video cable or split ferrite core equivalent to the type

Equipment Specifications Entered For this Application
 (Displayed as lower and upper frequency, power output, tolerance, emission designator and rule part, respectively):

[Enter a New Equipment Specification](#)

[Complete Submission](#) [Add More Specifications](#) [Delete](#)

[FCC Home Page](#) [Search](#) [Commissioners](#) [Bureaus/Offices](#) [Filing Info](#)

Had your comments or suggestions? [E-mail us!](#)
 FCC - Federal Communications Commission - FCC_731

Exhibit 4-8 Form 731 Confirmation

In addition to the confirmation number the following additional fields appear:

Field	Definition
Equipment Specifications (The required equipment specifications vary depending on the type of device.)	
Frequency Range	Enter the frequency/frequency range in megahertz (MHz). Example: If the frequency is 325 kilohertz (kHz), convert it to .325 megahertz.

Field	Definition
Rated RF power output	This item applies to transmitting equipment with power output that is measurable in watts.
Frequency Tolerance	Applies only to equipment that is not subject to Parts 15 and 18 under the rules.
Emission Designator	Applies only to equipment that is not subject to Parts 15 and 18 under the rules.
Microprocessor Model Number	Applies to digital devices that are subject to Certification under Part 15 of the Rules.

After successful submittal of the Form 731 Application, a confirmation window will appear stating the successful completion of Form 731.



Exhibit 4-9 Form 731 Submittance Confirmation Window

To view the grant, click on the **VIEW GRANT** button.

TCB

GRANT OF EQUIPMENT AUTHORIZATION
Certification
Issued Under the Authority of the
Federal Communications Commission
By:

TCB

American TCB, Inc.
6721 Whittier Avenue Suite C110
Beltsville, MD 20705

Date of Grant: 03/15/2001
Application Date: 03/15/2001

Notes Inc.
1756 N. Church Street
Unit A
Bloomington, IL 61802
Attention: Richard Finkbeiner

NOT TRANSFERABLE

EQUIPMENT AUTHORIZATION is hereby issued to the named GRANTEE, and is VALID ONLY for the equipment identified herein for use under the Commission's Rules and Regulations.

FCC IDENTIFICATION: N71722
Name of Grantee: American TCB, Inc.

Equipment Class: Part 90 Family Radio Base Transceiver
Notes: Low Power radio transmitter

Grant Notes	FCC Radio Code	Frequency Range (MHz)	Output Watts	Frequency Tolerance	Emission Designator
10	90B	465.2 - 465.5	125	±0.5 Hz	3E

10: TV Interface Device combined with TV Broadcast Receiver.

Accept Grant Make Changes Printing Instructions

Exhibit 4-10 Grant Preview

The following buttons appear on the form:

Button	Action
Accept Grant	Click this button to accept the grant.
Make Changes	Click this button to modify the grant.
Printing Instructions	Click this button to view instructions on how to print the grant.

The grant should be printed at this point. The **ACCEPT GRANT** button must be clicked for the grant to become valid.

4.2.1 Completing an unfinished Form 731

The TCB web application allows the user to complete the Form 731 process at a later time. To complete an unfinished form, click on the [Complete Unfinished Form 731](#) hyperlink. The FCC ID and the Form 731 confirmation number are required to return to the correct TCB Form 731 application.

4.2.2 Modifying a Grant

To modify a grant at a later time, click on the [Modify Grant](#) hyperlink. The FCC ID and the Form 731 confirmation number are required to return to the correct grant. Grants may be modified by the TCB for up to 30 days from the grant date or while the FCC is auditing the application.

4.2.3 Reprinting a Grant

To reprint a grant at a later time, click on the [Reprint Grant](#) hyperlink. The FCC ID and the Form 731 confirmation number are required to reprint the grant. Only the TCB which issued the grant may reprint an original grant.

4.3 Adding Exhibits and/or Attachments

To add exhibits to an application the FCC ID and the Form 731 confirmation number are required. To add exhibits, click on the [Add Attachments](#) hyperlink. Attachments to a TCB application should be uploaded immediately, or the application may be dismissed. After 30 days from the grant date the system will no longer allow additions or modifications.

The following exhibit formats are acceptable for text exhibits:

- Microsoft Word (97 or earlier)
- Microsoft Excel (97 or earlier)
- WordPerfect (6.0 or earlier)
- Lotus 123

The following graphic types are accepted:

- Joint Photographic Experts Group (.jpg)
- Portable Document Format (.pdf)
- American Standard Code for Information Interchange (.txt)

The Exhibits sign-in form appears.

Exhibit 4-11 Exhibits Sign-in

The following fields appear on the form:

Field	Definition
Form 731 Confirmation Number	Enter the application's confirmation number received after completing Form 731.
FCC ID	Enter the three-character Grantee Code received after registering as a grantee with the Commission, followed by the Equipment Product Code listed on the Form 731.

Press the **PROCEED TO EXHIBITS FORM** button to begin the document submission process. Based on the information provided on the Form 731, a list of the minimum required exhibits for the application being filed is found on the Exhibits Form. More than one file per exhibit type is acceptable, but the submittal should be limited to a reasonable number of files. Also, confidential information should be located in the proper exhibit type, but in a separate file. Limiting individual file sizes to as small as possible decreases processing time and allows for smoother uploading of the file to the Commission, especially if you tend to have a slow internet connection. All applications should be divided into the relevant Exhibit types. Based on the information entered into Form 731, the Exhibits Form will display the minimum required exhibits.

The Exhibit Form appears.

Exhibit 4-12 Exhibits Form

The following fields appear on the form:

Field	Definition
Exhibit Type	Select from the drop down list the appropriate exhibit type.
Confidential	Select this option if the attachment should be held confidential. Upon selection, one of two messages will appear: 1) Confidentiality may be granted on this exhibit type. 2) The selected exhibit type does not warrant that it be held confidential by the FCC. In

Field	Definition
	addition, this option will automatically be de-selected. In addition to checking this box, a justification of this request should be provided as a cover letter exhibit.
Description	Enter a brief, but specific description of the attachment to be uploaded.
File	Specify the actual file name to upload. Select the BROWSE button to search local or network hard drives for the file.
File Format	Select from the drop down list the type of file that is being uploaded. Do not attempt to send a file type that is not on the list.

Once all the steps are performed properly and the **SEND FILES TO FCC** button has been clicked, the FCC should receive the files where they will be stored with the corresponding application.

A confirmation window stating that the files were or were not successfully uploaded will appear. The confirmation window will provide a confirmation number, the FCC ID, and the date exhibits were loaded. It will also list each exhibit's status, file size, file description, exhibit type and file format. If unsuccessful, a reason will be provided. From the confirmation window additional exhibits may be submitted by clicking on the **SEND MORE EXHIBITS** button.



Exhibit 4-13 Exhibits Confirmation Window

4.3.1 Modifying Exhibits

To view the names of uploaded files and/or modify exhibits submitted with an application, click on the [List/Modify Exhibits](#) hyperlink. The Form 731 confirmation number is required to view a correct listing of submitted exhibits.

4.4 Submitting Correspondence

To respond to a request for additional information from the OET Laboratory click on the [Submit Correspondence](#) hyperlink.

NOTE: Do not use your regular e-mail software to **reply** to correspondence pertaining to applications.

The Reply to Correspondence form appears.

The screenshot shows a web browser window titled "FCC TCB Electronic Filing Site - Netscape". The page header features the "Federal Communications Commission" logo and a red notice: "NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site." The main heading is "Reply to Correspondence Sent by the OET Lab". Below this, it says "Please enter the following information:". There are two input fields: "TCB Form 731 Confirmation Number:" and "Reference Number:". Below these is a large text area labeled "Please Enter Your Comments Below:". At the bottom of the form are "Continue" and "Clear" buttons. The footer includes links for "FCC Home Page", "Search", "Commissioners", "Bureaus/Offices", and "Finding Info".

Exhibit 4-14 Reply to Correspondence Form

The following fields appear on the form:

Field	Definition
Form 731 Confirmation Number	Enter the Form 731 Confirmation Number. This was provided when Form 731 was submitted.
Reference Number	Enter the reference number provided on all OET created correspondence that requires a reply.
Comments	Enter comments and/or requested information.

To continue, click on the **CONTINUE** button. Once the system has saved your reply, the system will return the following message "Thank You. We have received your response."

4.5 FCC Identification Search

Searches for FCC Identification numbers to determine if they are pending; if they have been previously used; or to obtain the current status of a specific application by clicking on the [FCC ID Search](#) hyperlink.

The FCC ID Search window appears.



Exhibit 4-15 FCC ID Search Window

4.6 FCC Registration Number

Every entity doing business with the FCC that wishes to obtain a license, certificate, or submit FCC Remittance Advice Form 159 must obtain an FCC Registration Number (FRN) from the Commission Registration System (CORES).

If you do not have an FRN, you must register with CORES. To register with CORES, click on the [Get FRN](#) hyperlink, enter information about the entity and CORES will assign an FRN. The FRN and password will be displayed on the registration confirmation page. Print the registration confirmation for future reference.

NOTE: Presently, an FRN is not mandatory. A notice will be placed on the TCB/Accreditor web page when it becomes mandatory to register for and use an FRN. An FRN is not the same as a TIN, EIN or correspondence reference number.